

The Corporation of the City of Stratford

Policy Manual

P.3 Municipal Property

Dept: Corporate Services

Committee: Infrastructure, Transportation and
Safety

P.3.8 Market Square Terms of Use Policy

Adopted: May 14, 2018

Amended: April 29, 2019

Reaffirmed:

Related Documents:

Council Policy Administrative Policy

Market Square was designed as a community gathering space for the public to enjoy. The intent of this policy is to provide regulations for the safe operation of this public space on a day to day basis and to provide the terms of use to regulate the rental of Market Square for special events.

1. Regulations

- 1.1. Stratford Market Square is an unsupervised space;
- 1.2. Parents/guardians are responsible for the adequate care, protection, and supervision of their children at all times;
- 1.3. No horseplay or games with balls, pucks, sticks, or other objects are permitted in Market Square unless specifically permitted as part of an organized approved event;
- 1.4. No cycling, inline skating, skateboarding, or motorized toys shall be permitted in Market Square;
- 1.5. No smoking subject to City of Stratford By-Law 174-2003, Smoking in Public Places:
 - 1.5.1. No smoking in the area shown on the attached Schedule 'A' identified as Market Square;
 - 1.5.2. No smoking in the parking area or sidewalk area when they are utilized for a Special Event, as identified in Schedule 'B';
 - 1.5.3. No smoking within 9 metres of any entrance to Stratford City Hall.
- 1.6. No consumption of alcohol is permitted in Market Square unless permitted as part of an approved event and consumed in a designated licensed area;

- 1.7. No glass bottles or containers are permitted in the water feature located in Market Square;
- 1.8. No interference with the operation of the Market Square water feature;
- 1.9. Busking/Sidewalk artists are permitted in Market Square under the following conditions (unless as part of an organized event):
 - 1.9.1. Must perform at least 50 metres from other musical acts;
 - 1.9.2. Must not obstruct the passage of pedestrians, transit stops, building entrances or exits, display windows, or fire hose connections.
- 1.10. As per City of Stratford's Business Licensing Bylaw 187-2004, Section 13, private businesses located in Market Square may apply for a license to set up an outdoor café immediately adjacent to their storefront;
- 1.11. Food Trucks and/or concession stands are only permitted in Market Square during Special Events subject to the availability of space and at the event organizer's and City's discretion;
- 1.12. Advertising is not permitted in Market Square unless it is an accessory to or subordinate to a use that has approval, and/or is tied to a permitted licensed use in Market Square.

2. Special Event Terms of Use

Individuals, non-profit organizations, and private businesses may hold special events in Market Square subject to the approval of a Special Event Application, availability, and adherence to the following criteria unless an exception is granted:

- 2.1. A [Special Event Application](#) must be completed for all event requests in Market Square at least 12 weeks prior to the event;
- 2.2. All events held in Market Square must be open to the public;
- 2.3. As an outdoor public community space, Market Square cannot be closed at any time for any private events;
- 2.4. Special public events that charge admission fees for access to Market Square will be subject to rental fees for use of the space, in accordance with the attached Schedule 'C';
- 2.5. Tents that are put up for special events must use the appropriate tent anchors or be weighted to ensure the security of the tent. Tent pegs are not permitted to be hammered into the concrete;
- 2.6. Tent permits are required for tents or groups of tents in excess of 60 square metres. If a tent permit is required, a tent permit application must be submitted prior to Special Event Application approval;
- 2.7. A limited number of movable tables and chairs are available in Market Square. The City does not provide additional tables and seating. Any additional tables

and chairs required for a special event shall be the sole responsibility of the event organizer;

- 2.8. The proposed Special Event must not endorse views and ideas that may or are likely to promote discrimination in any form and must be consistent with the City's core values and Code of Conduct;
- 2.9. The proposed Special Event must not interfere with normal business conducted by the City and City staff or with any other activities permitted or businesses operating in the immediate area;
- 2.10. The City has full and exclusive authority over the scheduling of events in Market Square and reserves the right to cancel an event without providing reasons upon providing a minimum of two weeks advance notice in writing;
- 2.11. The City of Stratford may rescind approval of a Special Event at any time if the terms and conditions outlined in the Special Event Application are not complied with;
- 2.12. All approved road closures must ensure that the road is opened at the time specified in the Special Event approval letter. If the road remains closed past the approved time, event organizers will be charged \$50 per hour of continued closure of the road up to a maximum of \$500.00 per day;
- 2.13. Road and parking closures associated with special events are prohibited during the opening week of the Stratford Festival, held annually in the last week of May;
- 2.14. All event organizers booking events in Market Square are required to pay a refundable security deposit:
 - 2.14.1. Market Square must be returned to the condition that it was in prior to the Special Event on or before the time specified in the Special Event approval letter, or organizers forfeit their security deposit;
 - 2.14.2. If damages exceed the amount of the security deposit, event organizers will be charged for any damages to City property (e.g. damage to surfaces, furniture, fixtures, etc.), for any cleanup that the City has to undertake after the special event, and for any additional costs or services that the City incurs as a result of the terms and conditions of this policy not being met;
 - 2.14.3. Event organizers who wish to dispute a non-refunded security deposit can appeal to Stratford City Council through the Infrastructure, Transportation, and Safety Subcommittee.
- 2.15. The fees and charges outlined in Schedule 'C' shall be adjusted annually on 1 January where indicated in the schedules of City Of Stratford Bylaw 77-2013 according to the Consumer Price Index (CPI). The CIP calculation is based on a 12-month average of the total CIP as calculated by the Bank of Canada from 1 November to 31 October.

3. Compliance with all existing City Policies and Bylaws, in particular:

Policies:

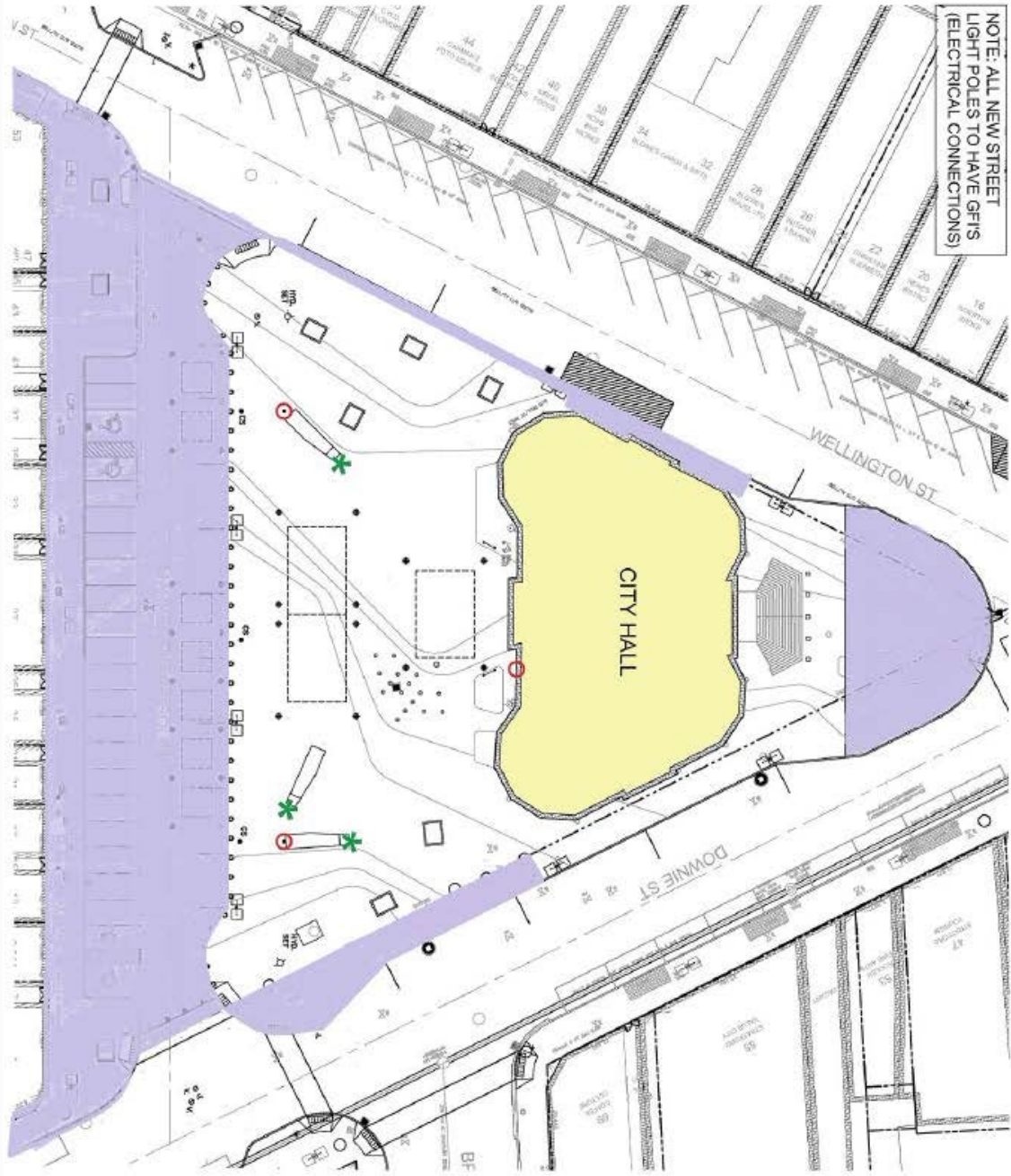
- P.3.3 Municipal Property
- P.3.5 Municipal Alcohol
- P.3.7 Special Occasion Permits – Public Events With Municipal Significance
- C.1.13 Facilities Code of Conduct

Bylaws:

- 77-2013 Fees and Charges
- 113-79 Noise Control
- 159-2008 Traffic and Parking
- 174-2003 Smoking in Public Places
- 187-2004 Business Licensing

4. Exemptions

Stratford City Council has the sole and absolute discretion to consider exemptions to this policy in extenuating circumstances.



NOTE: ALL NEW STREET LIGHT POLES TO HAVE GFIS (ELECTRICAL CONNECTIONS)

- LEGEND**
- * GFIS Locations at end of Sealing Prints - Electrical Connections
 - Hose Bib Locations - Water Connections
 - Text Anchors
 - Smoking Areas

drawn by	JH	scale	
checked by	RT	date	MAY 17, 2017
printed		site	15005

Schedule A

City of Stratford
Policy P.3.8
Market Square Terms of Use

drawing title:
**Market Square
Smoking Areas**



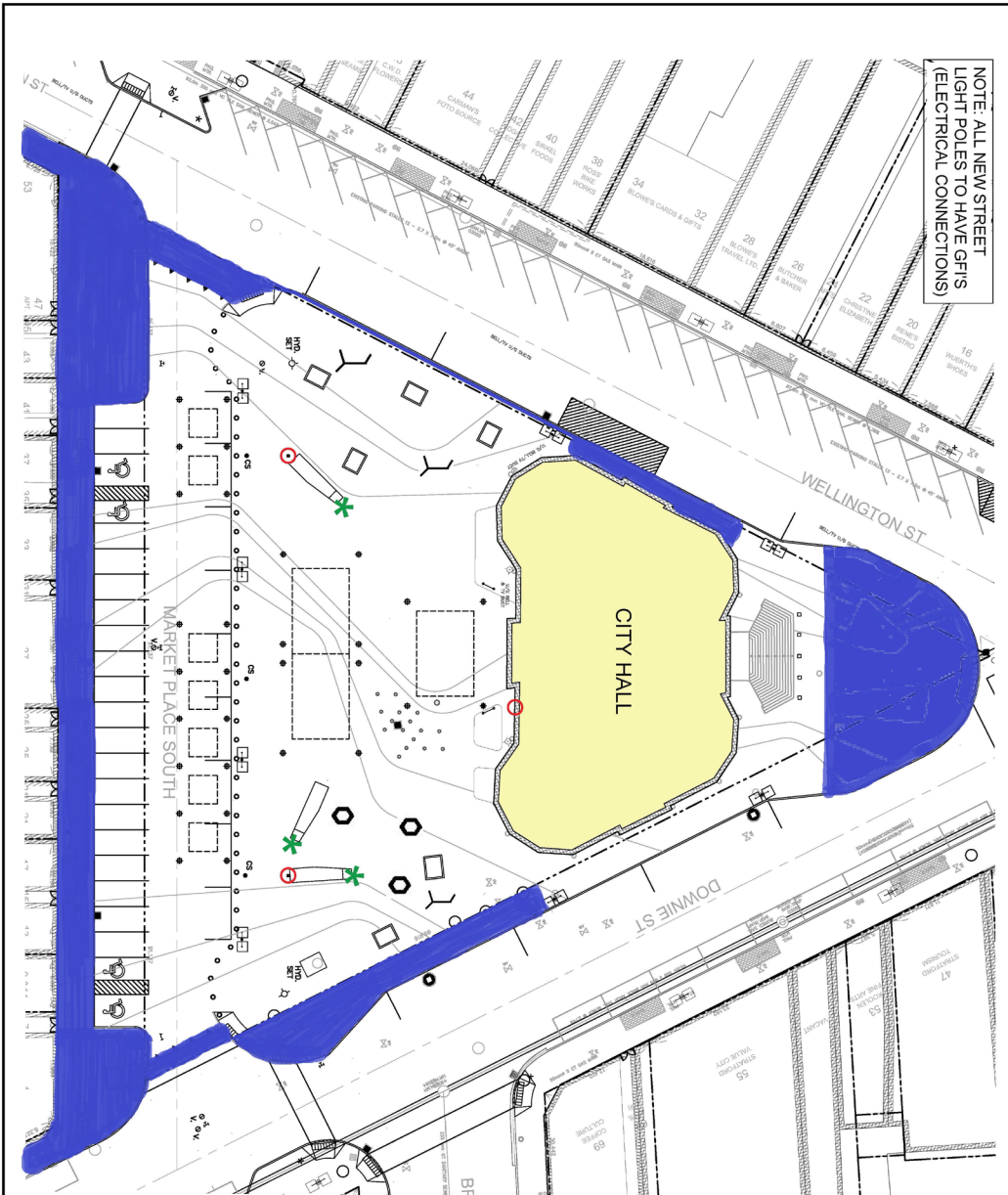
GSP
group

GROUP CONSULTANTS
1000 BAYVIEW AVE. SUITE 1000
SCARBOROUGH, ONTARIO M1B 2Y7
WWW.GSPGROUP.CO

drawing no.
**L-SK
#5.0**

LANDSCAPE SKETCH #5.0

Schedule "B"



NOTE: ALL NEW STREET LIGHT POLES TO HAVE GFIS (ELECTRICAL CONNECTIONS)

LEGEND

- ★ GFIS Locations at end of Sealing Plinths - Electrical Connections
- Hose Bib Locations - Water Connections
- Tent Anchors
- ⊕ Stationary Umbrellas
- ⌒ Stationary Wood Benches

drawn by	JH	scale	
checked by	RT	date	MAY 17, 2017
printed		file	16006

EVENT ROUGH
IN PLAN
 STRATFORD MARKET SQUARE
 STRATFORD ONTARIO

drawing title:
 LOCATIONS OF WATER,
 ELECTRICAL AND TENT
 ANCHORS



GSP
group

2012 Stratford Building
 1000 Wellington St
 Stratford, ON N5A 1A8
 Tel: 519-875-1888
 www.gspgroup.ca

drawing no.
L-SK
#5.0

LANDSCAPE SKETCH #5.0

Schedule C: Market Square Special Event Fee Schedule

1. Security Deposit

- a) All event organizers booking events in Market Square are required to pay a \$250.00 security deposit for rental of a portion of Market Square (excluding the parking area);
- b) All event organizers booking events for all of Market Square (excluding the parking area) are required to pay a \$500.00 security deposit;
- c) All event organizers booking events for all of Market Square including the Parking Area are required to pay a \$600.00 security deposit;
- d) The security deposit will be fully refunded to event organizers so long as Market Square is returned to the same condition that existed prior to the Special Event;
- e) The security deposit is payable the earlier of 10 business days from the approval of the Special Event or a minimum of 10 business days prior to the special event.

2. Daily Rental Fees

Special Events that charge admission fees that are held in Market Square will be charged the following base daily rental fees for the use of Market Square:

- a) \$100 + HST for rental of a portion of Market Square (excluding the parking area);
- b) \$300 + HST for rental of all of Market Square (excluding the parking area);
- c) \$500 + HST for rental of all of Market Square including the parking area;
- d) Registered non-profits and/or other approved charitable events will receive a 20% discount off of rental fees.

3. Supplementary Fees

Supplementary Fees will be charged for use of services or for removals as follows:

- a) Hydro Access Fee - \$15.00 per location per day;
- b) Water Access Fee - \$15.00 per day;
- c) Fees for after-hours washroom access (minimum 1 hour):

Rental Period	Hourly Rental Fee*
Monday to Friday between 4:30pm and 11:30 pm	\$18.23
Monday to Friday after 11:30pm	\$122.93
Saturday between 5:00pm and 11:30pm	\$40.60
Sunday between 4:00pm and 11:30pm	\$40.60
Saturday and Sunday after 11:30pm	\$122.93

*All rates subject to applicable tax.